



CITY OF MONTEREY PARK
PERSONNEL BOARD
REGULAR MEETING
January 13, 2016 7:00 P.M.
CITY HALL COUNCIL CHAMBERS
320 WEST NEWMARK AVENUE
MONTEREY PARK, CALIFORNIA

AGENDA

In Compliance with the Americans with Disabilities Act (ADA), if you are a disabled person and need a disability related modification or accommodation to participate in this meeting, please contact Sandie Lee at (626) 307-1438 or Fax (626) 572-0183. Requests must be made as early as possible and at least one full business day before the start of the meeting. Staff reports, writing, or other materials related to an item on this Agenda which are distributed to the Personnel Board less than 72 hours before this scheduled meeting shall be available for public inspection in the City Clerk's office located at 320 West Newmark Ave., Monterey Park, CA 91754, during normal business hours.

- 1. CALL TO ORDER**
- 2. FLAG SALUTE**
- 3. ROLL CALL**
- 4. AGENDA CHANGES OR ADOPTION**
- 5. APPROVAL OF MINUTES**
 - A. Request to Approve Minutes from the August 12, 2015 Board Meeting
- 6. PUBLIC COMMENTS:** This time is reserved for members of the public to address the Personnel Board relative to matters that are not on the agenda. No action may be taken on non-agenda items unless authorized by law.
- 7. NEW BUSINESS/STAFF REPORTS**
 - A. Resignation of Personnel Board Member Hernan Lacuesta
 - B. Change in Senior Librarian Class Specification
 - C. Change in Secretary to the City Manager Class Specification
 - D. Vacancy and Recruitment Report
 - E. Personnel Board Applicant Introduction – Cecilia Perez Zucman
- 8. UNFINISHED BUSINESS**
 - A. None
- 9. ORAL AND WRITTEN COMMUNICATION**
- 10. PERSONNEL BOARD MATTERS:** This time is reserved for comments by Board Members and staff to identify matters for future Board business.
 - A. 2015 Personnel Board Attendance Record
- 11. ADJOURNMENT**



CITY OF MONTEREY PARK

PERSONNEL BOARD

REGULAR MEETING

August 12, 2015 - 7:00 P.M.

CITY HALL COUNCIL CHAMBERS

320 WEST NEWMARK AVENUE

MONTEREY PARK, CALIFORNIA

MINUTES

1. CALL TO ORDER

Chairperson Greg Verbeck called the meeting to order at 7:00 p.m.

2. FLAG SALUTE

The flag salute was led by Board Member Frank Robles

3. ROLL CALL

Conducted by Director of Human Resources Tom Cody

In Attendance: Chairperson Greg Verbeck and Board Members Pauline Lemire, and Frank Robles

Absent: Hernan Lacuesta and Yoko Igawa

Staff Present: Director of Human Resources Tom Cody and Human Resources Technician Sean Chavez

4. AGENDA CHANGES AND ADOPTION

Agenda adopted as submitted.

5. APPROVAL OF MINUTES

Minutes from the March 11, 2015 meeting were approved.

6. PUBLIC COMMENTS

None

7. NEW BUSINESS/STAFF REPORTS

- A. Change in Dial-A-Ride Driver and Janitor Class Specifications – Director of Recreation and Community Services Dan Costley presented the changes in the Dial-A-Ride Driver and Janitor Class Specifications. Board Member Pauline Lemire moved to change the class specifications for the Dial-A-Ride Driver and Janitor positions with the insertion of “minor” before repairs to the Skills and Abilities section for the Janitor class specification. Board member Frank Robles seconded. Ayes: Chairperson Greg Verbeck and Board Members Pauline Lemire and Frank Robles. Nays: None.
- B. Vacancy and Recruitment Report – Director Tom Cody presented to the Board the City’s current and future openings in the report.

8. UNFINISHED BUSINESS

None

9. ORAL AND WRITTEN COMMUNICATION

- A. Board
None
- B. Staff
None

10. PERSONNEL BOARD MATTERS

None

11. ADJOURNMENT

The meeting was adjourned at 7:33 P.M.

ATTEST: _____

Tom Cody
Director of Human Resources and Risk Management

Chavez, Sean

Subject: FW: Commission Handbook
Attachments: Personnel Board Staff Report 5-21-2014 #2.doc

From: Hernan Lacuesta [<mailto:hlacuesta@sbcglobal.net>]
Sent: Thursday, August 13, 2015 10:50 AM
To: Cody, Tom
Cc: Greg Verbeck
Subject: Re: Commission Handbook

Hey Tom,

Admittedly, my work schedule is erratic. It's gotten a lot harder to make 7:00 pm meetings even though they're scheduled well in advance. To quash any uncertainty going forward, I think it's best I step down as a member of the Personnel Board. I wish you all the best of luck in the future. If there's anything I can do to help the Board or the City in the future, by all means, let me know. Here's my contact info for future reference:

Hernan L. Lacuesta



www.pkslip.com
Los Angeles * San Diego
100 North Barranca Ave., 11th Floor
West Covina, California 91791
Phone: 626.373.2444
Facsimile: 626.974.8403
E-mail: hl@pkslip.com



Personnel Board Staff Report

DATE: January 13, 2016

TO: Members of the Personnel Board
FROM: Tom Cody, Director of Human Resources and Risk Management
SUBJECT: Request for Update in the Senior Librarian Class Specifications

RECOMMENDATION:

It is recommended that the Personnel Board:

1. Approve the recommended update to the Senior Librarian class specification

EXECUTIVE SUMMARY:

The City Librarian for the Monterey Park Bruggemeyer Library reviewed the class specifications of the Senior Librarian position and found that the class specification required changes.

The Qualifications section for the Senior Librarian class specification under the Education and Experience category required a minimum of 2 years of progressively responsible professional library experience with supervisory experience listed as only desirable.

After surveying several library communities for the Senior Librarian position, we found the current minimum requirement for the same position has a higher standard requirement of 3 years experience as a professional librarian with supervisory experience as a requirement and not as desirable.

Updating the professional experience to this classification will comply with the current standards of Senior Librarian positions in the Library profession and bring more desirable candidates with necessary leadership and supervisory experience to meet the high demand of one of the largest divisions of the Library.

It is recommended that the Senior Librarian class specification be updated to reflect the current criteria.

Respectfully submitted by:

A handwritten signature in black ink, appearing to read "T. Cody", is written over a horizontal line.

Thomas J. Cody
Director of Human Resources &
Risk Management

ATTACHMENT(S):

1. City of Monterey Park – Senior Librarian Class Specification

SENIOR LIBRARIAN**DEFINITION**

Under general direction from the City Librarian, plans, supervises and administers a specialized area of Library services such as technical services/automation, adult/reference services and children's services.

REPRESENTATIVE DUTIES:

Duties may include, but are not limited to the following:

Conducts community outreach and monitors programs to ensure community needs are being met; assists in preparing the budget; trains, supervises and evaluates assigned staff which may include professional librarians, paraprofessional library staff, clerical support staff, volunteers and student workers; renders professional reference and advisory service to readers, classification and cataloging of materials, and database management; recommends collection development policies and resources; writes reports; trains other staff and the general public in the use of the Internet and other on-line databases; and performs other related duties as required.

QUALIFICATIONS GUIDELINES**EDUCATION AND EXPERIENCE**

~~Any combination equivalent to education~~ Education and experience that provides the required knowledge, skills and abilities ~~is qualifying. Example of librarianship including holding~~ a Master's degree in Library ~~Science~~ Sciences from an accredited American Library Association School and ~~at least three (3) years progressively responsible professional library~~ experience. ~~Supervisory as a Librarian with supervisory~~ experience ~~is desirable.~~

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of theories, principles and techniques of professional library work which include automation technology, collection development, classification, selection, cataloging, circulation and reference sources including electronic formats; principles and practices of supervision; principles and practices of effective public relations.

Ability to plan, supervise, train and evaluate the work of assigned staff; learn and use professional library automation systems; interpret and apply written policies, rules and regulations; ability to establish and maintain effective working relationships with superiors, peers, subordinates, and the public; ability to communicate effectively in writing and orally.

Bilingual skills in a variety of languages which include but are not limited to Spanish, Chinese and/or Vietnamese are desirable.

PHYSICAL EFFORT:

This position requires stooping, climbing stepladders, reaching, bending, pushing and lifting up to 10 pounds.

LICENSES AND CERTIFICATES:

Possession of or ability to obtain a valid Class C California Driver License at the time of appointment.

PERSONNEL BOARD APPROVAL: September 8, 1999.



Personnel Board Staff Report

DATE: January 13, 2016

TO: Members of the Personnel Board
FROM: Tom Cody, Director of Human Resources and Risk Management
SUBJECT: Request for Update in the Secretary to the City Manager Class Specifications

RECOMMENDATION:

It is recommended that the Personnel Board:

1. Approve the recommended update to the Secretary to the City Manager class specification

EXECUTIVE SUMMARY:

The City Manager reviewed the class specifications of the Secretary to the City Manager position and found that the class specification required changes.

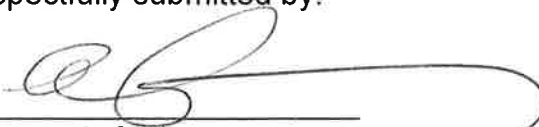
The Secretary to the City Manager class specification was last revised in 1999. Since, some of the Secretary to the City Manager job duties has changed to accommodate the City Manager's Office and the City Manager's needs.

Under the Education and Experience section, the "required" one year supervisory experience was revised to one year of supervisory experience is "desirable". The current position does not require the Secretary to the City Manager to supervise staff. At this time, the individual may supervise clerical staff but mainly interns and volunteers.

In addition, we made revisions to update the Secretary to the City Manager class specification including grammar changes.

A copy of the Secretary to the City Manager class specifications with the changes in red or strike-out is attached for the Board's review. It is recommended that the Secretary to the City Manager class specification be updated to reflect the current and revised job duties.

Respectfully submitted by:



Thomas J. Cody
Director of Human Resources &
Risk Management

ATTACHMENT(S):

1. Secretary to the City Manager Class Specification

SECRETARY TO THE CITY MANAGER

DEFINITION:

Under direction, performs a wide variety of complex and confidential secretarial and administrative duties for the City Manager, Mayor, City Council and other administrative staff; and performs related duties as required.

REPRESENTATIVE DUTIES:

Duties may include, but are not limited to the following:

Provides direct and confidential secretarial support to the City Manager, Mayor, City Council and other administrative staff; receives visitors and answers inquiries and complaints from the public and provides appropriate information or assistance.

As assigned, represents the City Manager at appropriate events; may lead and provide staff support to assigned committees and work groups; attends meetings and takes minutes, transcribes notes, prepares and distributes minutes as required; ~~oversees-coordinates and assist as needed with~~ the preparation, distribution and noticing of agenda for City Council ~~and the Community Redevelopment Agency~~.

Prepares documents from verbal instruction or hand-written copy, or initiates routine correspondence in accordance with established policy; researches, prepares, compiles and types complex reports and documents, including the City Manager's weekly status reports; facilitates the transmission of documents to other offices and agencies.

Prepares the Department budget.

Coordinates, and plans, ~~supervises and directs~~ secretarial and clerical activities in the City Manager's Office; establishes and maintains the department's records management system; may supervises, trains and directs other clerical support staff; sorts and processes a variety of documents.

Performs a wide variety of professional secretarial functions including ~~word-processing, report writing and typing~~, proofreading and editing a variety of materials; operates office ~~equipment machines~~ including personal computers, typewriters and calculators and is proficient with Word, Excel, Outlook, PowerPoint and other typical and common office software.

Assists the City Manager with a variety of administrative tasks using discretion and independent judgment in accordance with general direction; oversees and administers programs; conducts research and provides recommendations; may direct other staff in the course of performing assigned tasks; and performs other related duties as assigned.

ORGANIZATIONAL RESPONSIBILITIES:

This class reports to the City Manager and may supervises other ~~secretarial and~~ clerical staff as directed.

QUALIFICATIONS GUIDELINES

EDUCATION AND EXPERIENCE:

Any combination equivalent to experience and education that has provided the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be: five years increasingly responsible secretarial or clerical experience, three years of which must be in a municipal government, ~~and one year in a~~ Supervisory experience capacity and two years of college supplemented by specialized clerical courses is desirable.

KNOWLEDGE SKILLS AND ABILITIES:

Thorough knowledge of secretarial and general office methods, practices and procedures, including filing, records processing and maintenance, receptionist and telephone techniques, and supervisory methods;

Skill in the operation of a variety of office equipment including a personal computer, typewriters and calculators; keyboarding at a minimum speed of 60 words per minute; proficiency with Word, Excel, Outlook, Powerpoint and other typical and common office software.

Ability to carry out sensitive administrative assignments with discretion with minimum explanations; identify and access research sources which may include electronic media such as the Internet; communicate clearly both orally and in writing; take ~~dictation or fast~~ notes; work independently; establish and maintain effective working relationships with people of different backgrounds and varying degrees of English expertise; knowledge and use of a second language such as Mandarin, Cantonese, Vietnamese and Spanish would be desirable; exercise independent judgment and make sound decisions in accordance with established procedures and policies; meet the public in situations requiring diplomacy and tact; compose and edit documents with correct English grammar, punctuation and spelling.

LICENSES AND CERTIFICATES:

Possession of or ability to obtain a valid Class C California Driver License at the time of appointment and a satisfactory driving record as a continuing condition of employment.

~~APPROVED ANTICIPATED APPROVAL~~ BY PERSONNEL BOARD: 01/13/2016 03/10/99

VACANCY AND RECRUITMENT REPORT

Date of Report: January 7, 2016

POSITION/ REASON FOR VACANCY	TYPE	OPEN	CLOSE	WRITTEN	AGILITY/PERF	ORAL	STATUS
City Manager's Office							
Secretary to the City Manager Retired (1)	Open Promo	1/7/16 12/15/15	1/21/16 or first 50 apps 01/06/16	N/A	N/A	TBD	Open 12/15/15. Close 1/6/16. Reopened 1/7/16. Close 1/21/16 or first 50 apps.
City Clerk							
Minutes Clerk (Part-Time) Resigned (1)	Open	12/3/15	12/28/15 or first 50 apps	N/A	N/A	TBD	Screening applications.
Community & Economic Development							
Human Resources							
Human Resources Technician Budgeted (1)	Open	7/27/15	8/3/15	N/A	N/A	8/19/15	Promoted Lisa Ung
Senior Clerk Typist (Part-Time) Budgeted (1)							Pending recruitment 01/2016.
Library							
Librarian Budgeted (1)	Open	7/28/15	8/14/15	N/A	N/A	10-14-15	Promoted Diana Garcia
Senior Library Clerk Budgeted (1)	Open	7/28/15	8/14/15	N/A	N/A	10-14-15	Promoted Jose Garcia
Librarian (Part-Time) Resignation	Open	8/11/15	9/1/15	N/A	N/A	9/21/15	Hired Lawrence Mak and Maria De Alaiza
Senior Librarian Retired (1)	Open	12/07/15	1/25/16 – EXT 12/30/15	N/A	N/A	TBD	Open 12/07/15. Extended Closing Deadline 1/25/16.
Management Services							
Account Clerk Budgeted (1)	Open	7/7/15	7/14/15	N/A	N/A	8/18/15	Promoted Stephanie Montoya
Accountant (Part-Time) Resigned (1)	Open	1/6/16	Open until filled	N/A	N/A	TBD	Open 1/6/16. Open until filled.
Sr. Account Clerk (Part-Time) Resignation (1)	Open	2/25/15	3/27/15	N/A	N/A	9-30-15	Hired Susan Lee
Public Works							
Consumer Services Representative	Open	7/16/15	8/7/15	N/A	N/A	9-16-15	Promoted Daniel Mireles
Equipment Service Specialist (Part- Time) Budgeted (1)	Open	10/13/15	11/05/15 or first 50 apps	N/A	N/A	TBD	Screening applications.
Maintenance Worker (Part-Time) Resignation (3) Promoted (1)	Open	10/13/15	11/05/15 or first 50 apps	N/A	N/A	TBD	Screening applications.
Park Maintenance Worker Retired (1)	Open	12/1/15	12/23/15 or first 65 qualified	TBD	N/A	TBD	Screening applications.
Senior Maintenance Worker Budgeted (2)	Open	12/22/15	01/08/16	N/A	TBD	TBD	Open 12/22/15. Close 1/8/16.
Water Utility Maintenance Worker	Open	3/3/15	3/30/15	N/A	N/A	7/7/15	Promoted Sergio Cruz and hired John Hernandez
Water Production System Operator	Open	7/16/15	8/7/15	N/A	N/A	9-2-15	Hired Thanh Tran
Recreation & Community Services							
Child Care Teacher (Part-Time) Resignation (1) Budgeted (1)	Open	08/19/15	9/8/15 or first 30 qualified	N/A	N/A	11/04/15	Hired Maria Garcia and Claudia Valdez (pending background).
Dial-A-Ride Driver	Open	8/4/15	9/1/15	N/A	N/A	9/17/15	Hired Julio Zelaya.

VACANCY AND RECRUITMENT REPORT

Date of Report: January 7, 2016

POSITION/ REASON FOR VACANCY	TYPE	OPEN	CLOSE	WRITTEN	AGILITY/PERF	ORAL	STATUS
Retired (2)							
Program Coordinator Retired (1)	Open	7/24/15	8/14/15	N/A	N/A	10/1/15	Hired Guillermo Chavez (pending background).
Recreation Leader Budgeted	Open	1/6/16	Open until filled	N/A	N/A	TBD	Open 1/6/16. Open until filled.

PUBLIC SAFETY CONTINUOUS/SWORN RECRUITMENTS:

Police Department							
Animal Control Officer (Part-Time) Budgeted (1)	Open	6/12/15	7/3/15	N/A	N/A	7/22/15	Hired Christopher Hubert.
Communications Dispatcher Trainee Resignations (2) Termination (1)	Open DTF	5/21/13	Continuous	9/6/14	N/A	10/22/14 & 10/23/14	Hired Katrina Garland, Emily Rambodt, and Promoted Stephanie Urich
Community Service Officer – Traffic Promoted (1)	Open	9/2/15	10/2/15	N/A	N/A	11/10/15	Sent cert list to the department 11/13/15.
Police Administrative Assistant Retired (1)	Promo	6/24/15	7/14/15	N/A	N/A	7/29/15	Promoted Donna Vera
Police Captain (1)	N/A	N/A	N/A	N/A	N/A	N/A	Frozen for 3 years (10/2011)
Police Clerk Retired (2) Promoted (1)	Open Open	10/1/15 12/16/14	10/2/15 1/15/15	11/17/15 1/29/15	N/A N/A	12/09/15 2/25/15	Sent cert list to the department 12/11/15. Hired Oilda Madrazo, Carlos Luna
Police Clerk (Part-Time) Budgeted (1)	Open	6/11/15	7/6/15	N/A	N/A	7/14/2015	Promoted Linda Emison and hired Angelica Collins Quintero.
Police Officer Lateral/Pre-Service Continuous	Open DTF	10/02/13	Continuous 10/30/13	TBD 5/16/15	TBD 5/16/15	TBD 6/24/15	Hired Guotao Zeng
Police Officer Recruit Continuous	Open DTF	10/2/13	Continuous 10/30/13	TBD 5/16/15	TBD 5/16/15	TBD 6/24/15	Hired Marc Guillermo, Delon Lam and Adrian Carrillo Jr.
Police Records Cadet (Part-Time) Promoted (1)	Open	10/1/15	10/30/15	N/A	N/A	12/02/2015	Sent cert list to the department 12/03/15.
Police Sergeant Retired (1)	Promo	11/12/15	12/23/15	1/13/16	N/A	1/20/16	Invited 11 applicants to the written exam.
Fire Department							
Fire Captain Retired (2)	Open	8/20/15	8/28/15	Assessment Center on 9/23/15 and 9/24/15			Promoted Shane Reilly and Scott Kelley (12/2015)
Fire Engineer Retired (1) Promoted (2)							Pending recruitment 02/2016.

* Tentative Date
DTF = Difficult-to-Fill designation

APPLICANT INFORMATION



CITY OF MONTEREY PARK

320 West Newmark Ave.
Monterey Park, CA 91754
(626) 307-1359
ci.monterey-park.ca.us

CITY CLERK OFFICE

2015 NOV -5 A 10: 37

CITY OF MONTEREY PARK – Application for Civic Service City Commissions/Boards/Committees

The Monterey Park City Council seeks citizens to serve on duly constituted Boards, Commissions, and Committees to assist and advise City Council on specific assigned matters. No citizen may serve on more than one standing Board, Commission, or Committee at one time. Applications will be kept on file for one (1) year from the date received. For certain boards, annual residency verification is required in accordance to MPMC 2.82. This is a public document and is subject to disclosure. Please type or clearly print this application in full and submit to the City Clerk's Office.

Name CECILIA PEREZ ZUCMAN aka "Sheila"

Commission/Committee or Board on which you want to serve (You may list more than one)

- 1) Personnel Board 3) _____
2) _____ 4) _____

Home Address _____ City _____

Zip Code _____ If resident of the City of Monterey Park, how long? _____

E-Mail Address _____ Telephone _____
com

Occupation Retired December 2014

Business Name _____

Business Address _____

Zip Code _____ Telephone _____

Have you ever been convicted of a felony? Yes ☐ No ☒

If so, please state the nature of offense, state and disposition on a separate sheet of paper. Convictions will not necessarily result in automatic disqualification, however, failure to give complete and accurate information may be grounds for rejection and/or removal from office.

Prior Community Involvement/Activities

Neighborhood Watch.
Monterey Park Women's Club

CITY OF MONTEREY PARK – Application for Civic Service
City Commissions/Boards/Committees

Name Cecilia Perez Zucman

Provide a brief review of your background, qualifications, education and your interest in serving the City

High School Grad - Mexico
AA degree (cum laude) East LA Community College
Spanish Language Certificate UCLA
Worked 35 years - Certified Court Interpreter - Spanish
Desire to be good citizen

References: List two.

Name

Address

Telephone

Name

Address

Telephone

I declare under penalty of perjury, under the laws of the State of California, that all statements contained in this application and any accompanying documents is true and correct, with full knowledge that all statements made in this application are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of commission.

I further acknowledge that information contained in this application is a public record and may be subject to disclosure and I may be required to file a Statement of Economic Interests Form (Form 700).

Signature

Date

Nov 4, 2015

For office use only

I certify that proof of residency was verified in accordance to MPMC 2.82. I declare under penalty of perjury that the foregoing is true and correct.

Proof of residency: Name: Cecilia Perez Zucman

Government Issued ID ☒

Utility Bill ☐

Voter Registration ☐

Other

Signature

Date

11/5/2015

2015 PERSONNEL BOARD ATTENDANCE

		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Igawa	Yoko	P	P	P	NM	NM	NM	NM	A	NM	NM	NM	NM
Lacuesta	Hernan	A	P	A	NM	NM	NM	NM	A	--	--	--	--
Lemire	Pauline	P	P	P	NM	NM	NM	NM	P	NM	NM	NM	NM
Robles	Frank	P	P	P	NM	NM	NM	NM	P	NM	NM	NM	NM
Verbeck	Greg	P	P	P	NM	NM	NM	NM	P	NM	NM	NM	NM

Legend	P	Present
	A	Absent
	NM	No Meeting